

Notice for Request for Qualifications for
Engineering, Design and Project Management for the
Harrison County Law Enforcement Training Academy
Tactical Driving Track and Firing Range in
Harrison County, Mississippi



Harrison County Board of Supervisors

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District 1 – Beverly Martin

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District 2 – Angel Kibler-Middleton

Chancery Clerk – John McAdams

Board Attorney – Tim Holleman

Sheriff - Troy Peterson

Sheriff Attorney – Norris Hopkins

April 12, 2019

REQUEST FOR QUALIFICATIONS

The Harrison County Board of Supervisors, Gulfport, Mississippi, will receive by Sealed submission Request for Qualifications (RFQ) for:

**ENGINEERING, DESIGN AND PROJECT MANAGEMENT FOR THE HARRISON
COUNTY LAW ENFORCEMENT TRAINING ACADEMY
TACTICAL DRIVING TRACK AND FIRING RANGE
IN HARRISON COUNTY, MISSISSIPPI**

At the Board Meeting Room, First Judicial District Courthouse, 1801 23rd, AVE, GULFPORT, MISSISSIPPI, until the hour of 10:30 o'clock A.M. (CST) on WEDNESDAY, MAY 8, 2019, and then at said office publicly received and acknowledged.

The Request for Qualification specification documents are available at no charge by contacting the Harrison County Purchasing Department, 1081 23rd Ave, Gulfport, MS 39501 or calling 228-865-4028.

Sealed RFQ submissions must be on file with the Clerk of the Board prior to the opening date and time as stated above. All submissions must be sealed and clearly marked on the outside of the envelope or packaging as indicated:

**“ENGINEERING, DESIGN AND PROJECT MANAGEMENT FOR THE
HARRISON COUNTY LAW ENFORCEMENT TRAINING ACADEMY
TACTICAL DRIVING TRACK AND FIRING RANGE IN HARRISON COUNTY,
MISSISSIPPI to be opened MAY 8, 2019”**

Envelopes or packaging not so marked are submitted at the risk of the prospective firm and the county assumes no responsibility for the premature opening of same by any county employee.

Sealed RFQ Submissions sent through the U.S. Mail or other carrier are done so at the risk of the Prospective submitter and should be addressed to the Harrison County Board of Supervisors, in care of the Chancery Clerks Office, Post Office Drawer CC, Gulfport, MS 39502. The county is not responsible for Sealed RFQ submissions that arrive in the mail or by other carrier after the designated opening time. Sealed RFQ submissions may be delivered in person to the Harrison County Chancery Clerks Office in the First Judicial District Courthouse located at 1801 23rd Ave, Gulfport, MS 39501 until 5:00 P.M. (CST), Tuesday, May 7, 2019 or the Board of Supervisors meeting room at the First Judicial District Courthouse, Gulfport, MS on Wednesday, May 8, 2019 prior to the opening time as stated above.

The Harrison County Board of Supervisors is seeking requests for qualifications for a firm to provide services for engineering, design, any required bidding, construction inspection and project

management for a law enforcement designed tactical driving track and firing range to be used by the Harrison County Law Enforcement Training Academy in Harrison County, Mississippi.

The Harrison County Sheriff's Law Enforcement Training Academy is managed by Sheriff Troy Peterson and is used for professional instruction and certification of law enforcement officers from any law enforcement agency within the State of Mississippi. Officers are given the educational opportunity for basic training compliant with curriculum mandated by the Mississippi Department of Public Safety, Office of Standards and Training and advanced in-service programs to meet ongoing needs of law enforcement agencies. The current academy is in need of additional resources to provide for instructional tactical driving courses and fire arm instruction and continued recertification of all officers.

The Harrison County Sheriff's Office has been awarded funding for this project through the State of Mississippi, Senate Bill 2002. Through this funding there are terms and conditions and requirements that must be met by all parties. The awarded firm must acknowledge these terms and conditions and agree to follow all requirements.

The goal of this proposal is to establish an agreement with one qualified firm to provide experienced guidance, engineering, design, any required bidding, construction inspections and project management for a tactical driving course and firing range in Harrison County, Mississippi.

Firms interested in providing these services may so indicate by furnishing the Harrison County Board of Supervisors **SEVEN (7)** copies of the following:

1. A cover letter specifying the name and complete description of project, the name of proposed project manager and the location and address of the office to be assigned the majority of the work.
2. A resume for each principal member, the project manager, and employee(s) of the firm anticipated to be assigned to the project. Also provide an organizational chart and list each person's experience and qualifications and that the firm has met state licensure and certification requirements.
3. A description of similar type work completed during the past five (5) years which qualifies the firm for this work; the cost and scheduled completion (or actual completion) of this work.
4. A copy of the firm's general contract used for clients for attorney review.

Harrison County will evaluate the RFQ's based on the following factors listed in their relative order of importance:

1. Experience of the firm with similar work completed during the past five (5) years. (40%)
2. Qualifications of the firm's staff. (40%)
3. Capacity to perform the work in a timely manner. (20%)

After evaluation by all parties and firm acceptance, the Harrison County Board of Supervisors will notify the firm of acceptance and contract award. The awarded firm will be expected to begin work within 10 days of contract signing.

The Harrison County Board of Supervisors reserves the right to reject, in whole or in part, any and all RFQ's received by reason of this Request for Qualifications. The Harrison County Board of Supervisors will neither pay for any information herein requested nor be responsible for any costs incurred by the proposer. All RFQ's shall become the property of Harrison County Board of Supervisors upon submission. The Harrison County Board of Supervisors reserves the right to negotiate final price subsequent to the submission of proposals from the selected qualified proposers.

RFQ submissions may be held by the Owner for a period of sixty (60) days from the date of receipt for the purpose of review, prior to award of contract.

Proposers having questions in regards to the specifications or qualifications or any item of the RFQ may contact in writing the following:

Mr. Jody Webster
Purchase Clerk
Harrison County Board of Supervisors
PO Drawer CC
Gulfport, MS 39502
Email: Purchase01@co.harrison.ms.us

If the agency (Harrison County Board of Supervisors) is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events"), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the agency shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal, shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the agency until the new date and time of the bid opening as set forth herein. The agency shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the agency as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the agency prior to the new date and time of the bid opening.